



**MINUTES**  
**Board of Directors' Meeting**  
**Held Jointly with the Corporation Board of Directors**  
**DECEMBER 17, 2025**

1. The meeting was called to order at 6:04 p.m. by the Chairperson of the Board, Mr. Jeffrey Laing. The following were present:

Board of Directors:            Mr. Albert J. Christopher, Agawam  
   Mr. William Strother, East Longmeadow  
   Ms. Lisa Murray, Hampden-Wilbraham Regional  
   Ms. H. Kate Bean, Longmeadow  
   Mr. Jeffrey Laing, Ludlow  
   Ms. Melissa Morrissey, Southwick-Tolland-Granville Regional  
   Ms. Julie Anne Wise, West Springfield

Collaborative:                 Mr. Alvin W. Morton, I, Executive Director  
   Ms. Anna Bishop, Director of Finance

Guests:                         Ms. Stacy Wieners, CTEC Administrative Assistant  
   Ms. Laura Stone, CBIZ CPAs

2. A public forum was offered. Ms. Wieners noted there are currently 143 applicants for Career TEC for the 2027 school year.

3. Ms. Stone joined the meeting remotely and presented the Corporation and Collaborative audit and financial statements for the year ending June 30, 2025. At the conclusion of her presentation, Ms. Murray moved to accept and approve the FY25 Audit and Annual Comprehensive Financial Report as presented. Ms. Bean seconded. Approved unanimously.

Ms. Murray further moved to designate \$3,093,361 as cumulative surplus, the amount certified by the FY25 audit and to retain the FY25 cumulative surplus funds for the Collaborative's use.

Mr. Morton reviewed the FY25 Annual Report which included new programs that have been developed over the past year as well as enrollments. Ms. Murray moved to approve the FY25 Collaborative Annual Report as presented. The Chair further certifies that the representations made in the reports are accurate and have been disclosed in accordance with Department of Elementary and Secondary Education guidelines.

4. Ms. Murray moved to approve this evening's consent calendar items as presented. Ms. Bean seconded. Approved unanimously.

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE**  
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5. A. With regard to transportation, Mr. Laing noted an improvement in the number of transportation issues regarding uncovered routes. He however, brought to the Board's attention a field trip that was scheduled, but no driver or bus arrived for the scheduled event. Mr. Morton distributed a chart of current open routes in member districts. Discussion of Ludlow's change in school start times and effect on routing in January. The LPVEC is working with Ludlow's business manager to analyze and determine the most efficient routing.
- C. The Board discussed the current Collaborative Agreement which does not have specific language regarding provision of transportation services to member districts. The group would like to develop language that would encompass standards of service with consequences if there is failure to meet those standards. Mr. Morton will contact DESE to determine the steps involved to amend the agreement. A memorandum of understanding was suggested in the interim.
- B. Mr. Laing requested that the evaluation and contract renewal process for the executive director begin in January to ensure that a contract is in place for July 1. Electronic forms will be sent for the evaluation process.
6. A. Mr. Morton included in this evening's packet information regarding Skills USA Fall Leadership Conference medal and award winners.
- B. Mr. Morton reviewed a request from the Coordinator of Belonging to attend a conference in Texas which relates to work she is doing for member districts. Ms. Murray moved to authorize the Coordinator of Culture, Belonging, and Equity to participate in the Annual South by Southwest Education Conference in Austin, Texas, March 9-12, 2026, as presented. Ms. Bean seconded. Approved unanimously.
- C. Mr. Morton noted that policies and job descriptions are being reviewed and updated as needed.
- Ms. Murray moved to approve the policy entitled IHBEA English Lerner Education at this, its second and final, reading. Ms. Bean seconded. Approved unanimously.
- Ms. Murray moved to approve the policy entitled JIC Student Discipline at this, its second and final, reading. Ms. Bean seconded. Approved unanimously.
- Ms. Murray moved to approve the policy entitled JICJA Student Cell Phones and Electronic Devices at this, its second and final, reading. Ms. Bean seconded. Approved unanimously.
- Ms. Murray moved to approve the policy entitled JKAA Physical Restraint of Students at this, its second and final, reading. Ms. Bean seconded. Approved unanimously.
- Ms. Murray moved to approve the policy entitled JRA Student Records at this, its second and final, reading. Ms. Bean seconded. Approved unanimously.


- D. Ms. Murray moved to approve the updated job description entitled "Transportation Driver Supervisor" as presented. Ms. Bean seconded. Approved unanimously.

Ms. Murray moved to approve the updated job description entitled "Associate Principal" as presented. Ms. Bean seconded. Approved unanimously.

7. B. Mr. Morton noted that the superintendents and business managers met jointly yesterday to review the initial draft of the FY27 Collaborative budget. Mr. Morton pointed out that the Collaborative is not eligible for Chapter 70 or SBAB funding and relies only on tuition assessments as a revenue stream. Ms. Bishop reviewed all cost centers and also noted that superintendents and business managers would like to see more detail in order to have a better understanding of how certain costs are apportioned to programs. Included in this initial presentation is the addition of a vice principal in CTEC for which superintendents have also requested additional information in order to consider. Once these requests have been incorporated, another draft will be presented at the February meeting.
9. B. The next meeting of the Board is scheduled for January 14, 2026.

Ms. Murray moved to adjourn the meeting. Ms. Bean seconded. Approved unanimously. The meeting adjourned at 8:36 p.m.

March 18, 2026  
(date)



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, Clerk